



# South Carolina Department of Insurance

Division of Consumer and Individual Licensing Services

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## NOTICE: MOTOR VEHICLE DAMAGE APPRAISERS LICENSE RENEWAL

TO: All Motor Vehicle Damage Appraisers Licensed in the State of South Carolina

FROM: Scott H. Richardson, CPCU  
Director

SUBJECT: Mandatory Online Motor Vehicle Damage Appraisers Renewal Process

Date: September 10, 2009

Please be advised that it is time to renew your Motor Vehicle Damage Appraiser's license. To complete the license renewal process, all licensed Motor Vehicle Damage Appraisers must complete an online renewal application and pay an \$80 renewal fee by October 31, 2009.

### MOTOR VEHICLE DAMAGE APPRAISER'S LICENSE FEES

- The renewal license fee for resident and nonresident motor vehicle damage appraisers is \$80.

### PENALTY PROVISION AND REINSTATEMENT PROCESS

South Carolina Code Section 38-49-30 provides that if the license fee is not received when due, the license must be canceled. If the appraiser's license is canceled for failure to renew, a renewal application and payment of a penalty fee double the regular fee must be paid before the license can be reinstated. Therefore, if an appraiser allows his/her license to cancel, the following penalty fee will be applicable:

- A reinstatement fee of \$80 will be due in addition to the \$80 renewal fee for a total of \$160.

### CHANGE OF ADDRESS

South Carolina Code Section 38-49-25 requires Motor Vehicle Damage Appraisers to notify the Department within 30 days of any change in address. Many appraisers have not complied with this law in the past and have paid administrative penalties as a result. To avoid having to pay penalty fees, the South Carolina Department of Insurance has made arrangements where individuals can go online and update their address information. That website address is [www.doi.sc.gov](http://www.doi.sc.gov). Once there, click on the "UPDATE ADDRESS" icon and follow the directions.

Motor vehicle damage appraiser's licenses are continuous, if not cancelled or revoked. Therefore, a new license will not be issued. To obtain a copy of new license please follow the PRINT LICENSE instructions that can be found on the Appraiser Section of the website.

If you have any questions, please contact the Office of Individual Licensing at [agntmail@doi.sc.gov](mailto:agntmail@doi.sc.gov) or (803) 737-6095.

## **MOTOR VEHICLE DAMAGE APPRAISER RENEWAL INSTRUCTIONS ARE AS FOLLOWS:**

### **Appraiser Renewal: Two Options for renewal will be available:**

Renewal notices will be mailed to appraisers in September 2009 to the address on record with the South Carolina Department of Insurance. **Paper applications will not be accepted.** Renewal begins on October 1 and ends on October 31, 2009.

### **RENEWAL OPTION 1:**

Go ONLINE to renew on the Department's website.

1. Go to the Department's home page ([www.doi.sc.gov](http://www.doi.sc.gov)).
2. Click on "Renew Individual License Demonstration" button to obtain a review of the online renewal process. Return to the home page and continue with the renewal process.
3. At the top of the home page, click on "SCDOI Online Services."
4. Under the General Public heading scroll down to "Renew Individual License."
5. Enter your social security number and birth date information.
6. Choose the License you are renewing.
7. Follow the instructions on the screen.
8. Select payment option.
9. Once the renewal is completed, a confirmation page will be displayed. Please print and keep this page as your receipt.

Fees may be paid by electronic check, or by credit card. If paid by credit card, a \$1.43 processing fee and a \$1.00 portal fee will be added to the \$80 license renewal fee.

### **RENEWAL OPTION 2:**

1. **Go ONLINE** to renew at: [www.nipr.com](http://www.nipr.com).
2. **Follow NIPR's online instructions.**
3. Individuals renewing through NIPR must pay a \$5 renewal transaction fee in addition to the license fee.
4. Once the online renewal is completed, NIPR will send an email confirming that the renewal has been accepted. Please keep NIPR's email as your receipt. Do not send verification to the Department.

### **TO CHECK THE STATUS OF YOUR RENEWAL, DO THE FOLLOWING:**

1. Go to the Department's home page ([www.doi.sc.gov](http://www.doi.sc.gov))
2. On the left side of the screen, click on the "**SC LICENSEE LOOK UP**" button.
3. Click Search for individuals.
4. Key in your license number OR your last and first name.
5. When the next screen displays, click on the individual's name.
6. Scroll down to license type and click. Your renewal status will be reflected on the next page.

If you have any questions, please contact the Office of Individual Licensing by email at [agntmail@doi.sc.gov](mailto:agntmail@doi.sc.gov).

### **ATTENTION**

SCDOI Online Services is designed for **Microsoft Internet Explorer and Netscape Navigator**, versions 4.0 or higher. It has been optimized for Microsoft Internet Explorer and Netscape Navigator 5.0 or higher.

**SCDOI Online Services will not work with the following browsers.**

- Mozilla Firefox , Opera, Chrome, Safari

Please use **Microsoft Internet Explorer or Netscape Navigator**. If you do not have Microsoft Internet Explorer, **you can download** the latest version by clicking on the following link:  
<http://www.microsoft.com/windows/internet-explorer/default.aspx>.

If you encounter a problem downloading this information or have any other computer related problems, please do not hesitate to send your e-mail request to: [irmmail@doi.sc.gov](mailto:irmmail@doi.sc.gov)